

SECRET

17 SEP 1981

25X1 MEMORANDUM FOR: [REDACTED] DDS&T Representative
Building Planning Committee

25X1 FROM: [REDACTED] Building Planning Committee

SUBJECT: Conference Room Utilization Study

1. According to current records, your directorate is responsible for scheduling the conference rooms listed in attachment 1.

2. Your assistance is requested in having the special log sheet (attachment 2) completed during the period 1 October - 31 October. The completed forms should be returned to OL/BPS 4E50 Hqs. by 5 November. Questions may be directed to [REDACTED]

3. The information is required to assist in space allocation and interior design so that new building designs adequately provide for conferencing needs. The Staff will develop the recommended quantities, sizes, and design features for conference rooms. Additionally, the Staff will recommend increased office areas for managers in those instances where incorporating small conferencing capability in the office would increase efficiency.

4. If there are additional amplifying remarks you believe are pertinent to this study, please attach your comments with the completed logs.

Attachments: -

1. Conference Rooms List
2. Log Sheet w/Explanation

Distribution:

- Orig - Adse, w/atts
- 1 - OL/BPS Subject, w/atts
 - 1 - OL/BPS Chrono, w/o atts
 - 1 - OL Reader, w/att 1

OL/BPS/1 [REDACTED]

(17 Sep 81)

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Separated from Attachments

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